

EMPLOYMENT OPPORTUNITY

RPA #	039 -CCFC
ANALYST'S INITIALS	KR
DATE	06/06/06

YOU MUST BE AN EMPLOYEE OF THE DEPARTMENT OF GENERAL SERVICES AND CURRENTLY HAVE PERMANENT FULL-TIME CIVIL SERVICE STATUS IN THE SAME CIVIL SERVICE CLASSIFICATION AS THE POSTED POSITION OR CURRENTLY HAVE A PERMANENT INTERMITTENT CIVIL SERVICE STATUS IN THE SAME CIVIL SERVICE CLASSIFICATION AS THE POSTED POSITION AND MEET THE ELIGIBILITY CRITERIA FOR A TIME BASE CHANGE UNDER STATE PERSONNEL BOARD RULE 277.

CLASS TITLE Assoc Governmental Prog Analyst	POSITION NUMBER 319-001-5393-900	TENURE PERMANENT	TIME BASE Full Time	CBID R01
OFFICE OF CA Children and Families Com	LOCATION OF POSITION (CITY or COUNTY) Sacramento, CA			MONTHLY SALARY 4111 TO 4997
SEND APPLICATION TO: California Children and Families Com 501 J Street, Suite 530 Sacramento, CA 95814 Attn: Char Krantz	REPORTING LOCATION OF POSITION 501 J Street, Suite 530, Sacramento, CA			
	SHIFT AND WORKING HOURS DAYS - 8am – 5pm			
	WORKING DAYS, SCHEDULED DAYS OFF MONDAY through FRIDAY, DAYS OFF: SAT/SUN			
	PUBLIC PHONE NUMBER (916) 324-7777	PUBLIC PHONE NUMBER () -	POST & BID FILE BY: 06/16/06	
	SUPERVISED BY AND CLASS TITLE SSM II			FILE BY 06/19/06

SELECTION CRITERIA - -

Selection will be based on the departmental geographic area (geographic region, program, division, etc.) The most senior bidder, if any, within the departmental geographic area shall be offered the position. If no employee from the departmental geographical area bids, then the most senior bidder in the department shall be offered the position. **If there are no bidders for this position, other qualified applicants may be considered.**

(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.)

ESSENTIAL FUNCTIONS

Under the general direction of the Director of Governmental Affairs for First 5 California Children and Families Commission (CCFC), incumbent will serve as a legislative coordinator for CCFC. Responsibilities include monitoring, researching, and analyzing legislation dealing with the early care, health and well-being of children 0-5 and their families. CCFC, through Proposition 10 (a state ballot initiative approved in 1998), is charged with developing programs to enhance the lives of children 0-5 and their families, including development and infrastructure, media and public relation campaigns.

All duties are performed in accordance with CCFC management guidelines, the State Contract Manual, State procurement policies, CCFC Strategic Plan, and the California Children and Families Act.

ESSENTIAL FUNCTIONS

In order to advise CCFC management on the impact or potential impact of proposed legislation,

- Review and analyze legislation specifically related to the early care, education and well being of children 0-5 and their families, as well as to the specific goals, objectives, and priorities of CCFC.
- Independently consult with legislative members and their staff, legislative committee and caucus staff, advocacy groups, trade associations, other state agencies, community-based organizations, child care and education associations and other interested groups regarding legislative issues.

In order to develop analyses of legislative bills and fact sheets for various commission programs, conduct extensive research and evaluate a variety of information such as legislative and program history, existing statute, impact of bills on current law, fiscal impact, pro/con arguments, and proponents/opponents on each issue.

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<p>In order to follow bills through the legislative process and negotiate the Commission's position,</p> <ul style="list-style-type: none"> • Prepare amendments to legislation and testimony for special legislative hearings. • Prepare reports regarding the status of legislation and present information to management. • Collect and analyze data from an automated bill tracking system. <p>In order to ensure compliance with state law in enacted legislation,</p> <ul style="list-style-type: none"> • Identify key considerations and plans for implementing bills. • Monitor implementation efforts for legislation through completion. <p>In order to administer contracts for Governmental Relations, develop short-term legislative contracts and review/monitor monthly cost reports against contract guidelines.</p> <p>MARGINAL FUNCTIONS Consult with legislative managers and staff and participate in specialized work groups to meet CCFC's mission of promoting quality childcare and access to educational opportunities for children to enhance the overall well being of children 0-5 and their families.</p> <p>KNOWLEDGE AND ABILITIES <i>Knowledge of:</i> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; governmental functions and organization.</p> <p><i>Ability to:</i> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Excellent computer skills using MS Office, Word, Power Point, and the Internet • Ability to communicate effectively, both verbally and in writing • Knowledge and experience in proposal review, and monitoring and administration of contracts • Familiarization with California Legislative process • Excel and Access database maintenance and report development • Knowledge and experience in budgeting, accounting and legislation • Knowledge of or experience in working with early child care, physical or mental health, or safety programs <p>SPECIAL PERSONAL CHARACTERISTICS Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or avocational interests; willingness and ability to accept increasing responsibility.</p> <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Think and reason in analyzing quantitative and qualitative information • Function effectively under demanding and competing deadlines • Willingness to travel by car, bus, train, or airplane as required for successful job performance • Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience • Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis • Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar and sentence and paragraph structure; and tailor written communication to the intended purpose and audience 			

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<ul style="list-style-type: none">Occasionally bend, lift, and move file boxes, training materials and other items weighing up to 35 pounds in connection with duties (e.g., training sessions, School Readiness application review processes, organizing/filing, research and other resource materials) or acquire support services to accomplish these tasks.			